



Regular Meeting of the Board of Control  
 Date: Tuesday, December 15<sup>th</sup>, 2015  
 Location: CESA 2 Conference Room 111 at 6:30 pm

Meeting Minutes

**The audit and personnel committees will not meet this month.**  
**The regular meeting will begin at 6:30 pm and be followed by dinner at The Black Sheep, Whitewater, WI.**

| Committee                                | Members   |
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| Audit                                    | Tom Bush, Jaye Tritz (chair) Jim Wahl                                   |
| Personnel                                | Beverly Fergus, Nancy Thompson (chair), and Marian Viney                |
| Policy                                   | Jim Bousman, Ron Buchanan, Barbara Fischer (chair), and Evelyn Propp    |
| <b>AESA Annual Conference Attendees</b>  | Tom Bush, Barbara Fischer and Nancy Thompson                            |
| <b>WASB Delegate and Alternate</b>       | Barbara Fischer and Jim Bousman   |
| <b>WASB CESA Board Members Breakfast</b> | Jim Bousman, Tom Bush, Barbara Fischer, Nancy Thompson and Marian Viney |

| #  | Item  | Briefs  | Action/Minutes   |
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| 1. | <b>Call to Order/Announcement of Compliance with Open Meeting Law</b> |   | <b>Time: 6:30</b>  |
| 2. | <b>Roll Call</b>  | Cindy Beuthin<br>Jim Bousman<br>Ron Buchanan<br>Tom Bush<br>Beverly Fergus<br>Barbara Fischer<br>Evelyn Propp<br>Nancy Thompson<br>Jaye Tritz<br>Marian Viney<br>Jim Wahl | <b>Present: All but</b><br><br><b>Absent:</b><br>Bev Fergus<br>Evelyn Propp<br><br><b>Also present:</b><br>Gary Albrecht<br>Bill Barrow<br>Tracy Elger<br>Cynthia Holt |

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| 3. | <b>Review and Approve Agenda</b>  |   | <b>Motion: Jim Wahl<br/>Second: Jaye Tritz<br/>Approved</b>  |
| 4. | <b>Audit Committee Report and Payment of bills</b>  | Tom Bush presented committee report.<br>Balance Report (see Bill report from Bill)<br>Discussion: No Discussion   | <b>Motion: Tom Bush<br/>Second: Jaye Tritz<br/>Approved</b>  |
| 5. | <b>Approval of Minutes from the Regular Board of Control Meeting on November 10, 2015</b> | Reviewed. Closed session minutes handed out for review.   | <b>Regular Minutes<br/>Motion:<br/>Marian Viney<br/>Second: Tom Bush</b><br><br><b>3 Abstentions:<br/>Jim Bousman,<br/>Jaye Tritz &amp;<br/>Ron Buschanan</b><br><br><b>Approved</b><br><br><b>Closed Session Minutes:<br/>Motion: Jim<br/>Second: Marion</b><br><br><b>Approved</b><br><br><b>Abstentions:<br/>Jim Bousman,<br/>Jaye Tritz, Ron Buschanan</b> |
| 6. | <b>Citizen Input</b>  | No input  |  |
| 7. | <b>Student Loan Forgiveness Program</b>   | Jay Bauer, Director of Business Solutions, IS Loan Solutions (Conference Call Presentations)<br><br><b>Hand Out Discussion:<br/>* Questions on exact disqualification</b> | Jay Bauer will provide group with updated disqualification and participant rates.  |

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|    |  | <p><b>rate</b> – Why discrepancy?<br/> <b>*Clarification of program:</b> Public Service &amp; Education Loan Forgiveness US Dept of Ed/Federal Statute 2007- Goal keep employees in education/non-profit for 10 years. More like a service tax credit vs forgiveness. Eligibility to any full time employee – different than Teacher Loan Forgiveness.</p> <p><b>** Varying Degrees of Qualification &amp; Payment Programs:</b> Some may qualify for zero payment. Others significant reduction for monthly payments.<br/> * Portable: If for profit OR part-time, forego student loan forgiveness after 10 years.</p> <p><b>Why CESA?</b> Affiliated with AESA, based in Ohio. Partnered with CESA to get word out.</p> |                             |
| 8. | <p><b>Reports</b><br/> Agency Administrator<br/> Financial Director<br/> Director of Programs &amp; Services<br/> Director of Resources<br/> Jefferson County Head Start</p> | <p><b>** Agency Administrator:</b> AESA Update, Student Applications Review, Andy Petachk, national consultant, will support Bill in budget alignment design process; School Board Dates; January Meeting a week early: Staff updates</p> <p><b>**Financial Director:</b> Last week resignation of Rachel Smith – Jan cross over; Position available on WECAN &amp; posted in county newspapers;</p> <p><b>**Director of Programs &amp; Services:</b> Ask questions regarding submitted report. None.</p> <p><b>** Jefferson County Head Start</b> - See Director Handout &amp; Following agenda items</p>  | No actions                  |
| 9. | <b>Action items (consent agenda):</b>  |   | <b>Motion: Barb Fischer</b> |

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|     |  |  | <b>Second: Ron Buchanan</b><br><br><b>Approved</b>                                |
|     | New hires                                      | Patty Ceranske, Administrative Assistant, Whitewater<br><br>Rebecca Miller, Instructor, Driver Education<br><br>Joni Montry, Instructor, Driver Education<br><br>Deborah Scribner, Instructor, Driver Education  |   |
|     | Resignations                                   | Rachel Smith, CESA 2 Bookkeeper  |   |
|     | FMLA   | Karen Hand, Westosha Speech Language Pathologist   |   |
|     | Additional Pay                                 | Cynthia Holt, Co-Coordinator, CESA Purchasing. Additional pay for BOC work to cover maternity leave to be paid out of 701 at current daily rate of \$235.38.<br><br>Oct/Nov :paid 12/24/15 -16 hours<br>Dec: paid on 1/8/16 - 16 hours<br>Jan: paid on 1/22/16 - 16 hours<br>Feb: paid on 2/19/16 - 16 hours |   |
| 10. | <b>Jefferson County Head Start Hires</b>       | Hire(s):<br>Marianne Vogel Full time Assistant Teacher<br>Debra Schmelling Assistant Teacher – Substitute  | <b>Motion: Jim Wahl</b><br><br><b>Second: Marian Viney</b><br><br><b>Approved</b> |
| 11. | <b>Jefferson County Head Start Resignation</b> | Resignation:<br>Gail Brown Substitute Teacher Westosha Center  | <b>Motion: Barb Fischer</b><br><b>Second: Jim Wahl</b><br><br><b>Approved</b>     |
| 12. | <b>Jefferson County Head Start Approve</b>     | Approve:   | <b>Motion: Barb</b>   |

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|     |  | Assistant Teacher /Practice Based Coaching Mentor Job Description Full Time \$12.02/Hr.  | <b>Fischer</b><br><b>Second: Jaye Tritz</b><br><b>Approved</b>                    |
| 13. | <b>VOA Employment Contracts</b>  | Jan to Dec Contracts<br><br>Christina Cook, Computer Lab Aide/Job Coach<br><br>Tami Griffin, Co-Coordinator/Computer Lab/ITS Program Manager<br><br>Kathy Holman, Employment Training Specialist<br><br>Jennifer Pelz, Co-Coordinator/Employment Training Specialist<br><br>Tammie Sheridan, Job Coach/Aide<br><br>Carmen Fetting, Program Assistant   | <b>Motion: Ron Buchanan</b><br><b>Second: Barb Fischer</b><br><br><b>Approved</b> |
| 14. | <b>Discussion/Action Authorizing the Agency Administrator to Extend CESA2/TLC Employment contracts through February 29th, 2016 so that funding uncertainties may be clarified.</b> | Draft letter submitted by Gary, explained and reviewed. TLC staff are apprised of the situation. Budget situation - Medicaid reimbursements are down in that program and county inadequate funding.<br><br>Contracts:<br>Pamela BonoAnno, Occupational Therapist<br><br>Sara Douglas, Early Intervention Specialist/Service Coordinator<br><br>Rebecca Draeger, Intake Coordinator<br><br>Samantha Flannery, Speech & Language Pathologist<br><br>Jamie Fugate, Early Intervention | <b>Motion: Tom Bush</b><br><b>Second: Jim Bousman</b><br><br><b>Approved</b>      |

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|     |  | <p>Specialist/Service Coordinator</p> <p>Rubith Garcia, Family Service Coordinator</p> <p>Jody Herbert, Early Intervention Specialist/Service Coordinator</p> <p>Amy Langer, Family Service Coordinator</p> <p>Nicole Lyons, Administrative Assistant</p> <p>Marie Maxwell- Jones, Occupational Therapist</p> <p>Kathryn Nelson, Physical Therapist</p> <p>Gretchen Overturf, Early Intervention Specialist/Service Coordinator</p> <p>Heather Rhoades, Intake/Service Coordinator</p> <p>Lara Roehrig, Speech &amp; Language Pathologist</p> <p>Janna Tamminga, Physical Therapist</p> <p>Anna Vierck, Speech &amp; Language Pathologist</p> <p>Theresa Wixom, TLC Program Coordinator</p> |  |
| 15. | <b>Audit Report</b>                                  | Review and acceptance of audit report for 2014-2015 performed by Schenck, presented Bill Barrow, Director of Financial Services   | <p><b>Motion: Ron Buchanan</b></p> <p><b>Second: Marian Viney</b></p> <p><b>Approved</b></p> |
| 16. | <b>2015/2016 Administrative Fee Recommended Rate</b> | <p>5% for Federal, State and County Programs</p> <p>4.5% for all other programs</p> <p>Bill Barrow shares background details regarding previous process for 2</p>   | <p><b>Motion: Barb Fischer</b></p> <p><b>Second: Jaye Tritz</b></p> <p><b>Approved</b></p>   |

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|     |  | different rates. Needed for 2013 Head Start – BOC had previously had never officially approved via review of minutes. De Minimis rate is 5%. Forecast for 2016 budget might be across the board rate and have annual review. |   |
| 17. | <b>WASB CESA Board Members Breakfast</b> | Handout Invitation for WI State Convention – Barb, Tom, Marian,  |   |
| 18. | <b>Cracker Barrel</b>                    | Dinner at Blacksheep to close out this portion of the meeting.   |   |
| 19. | <b>Adjourn</b>                           |  | <b>Motion: Jim<br/>Second: Ron<br/>Time: 7:30</b> |